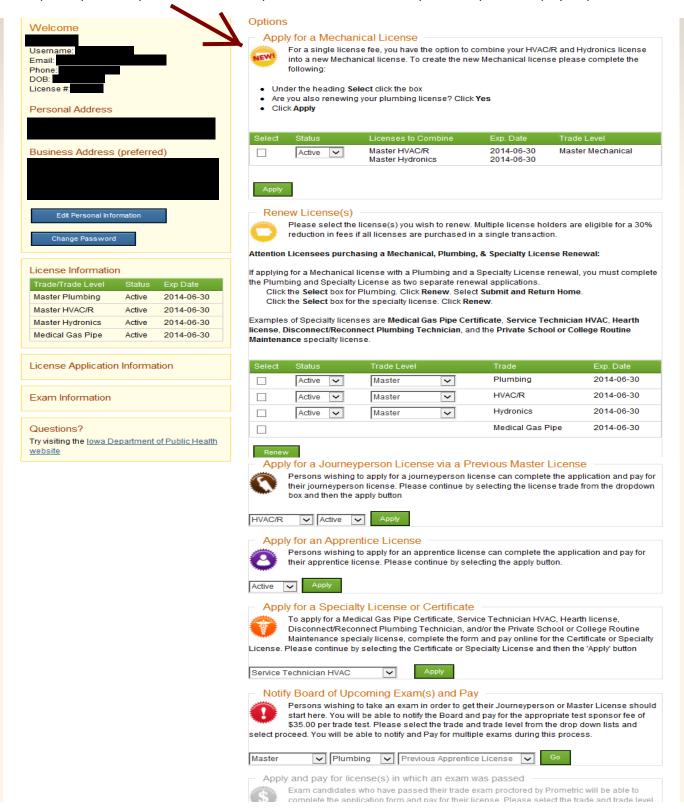
Public User -

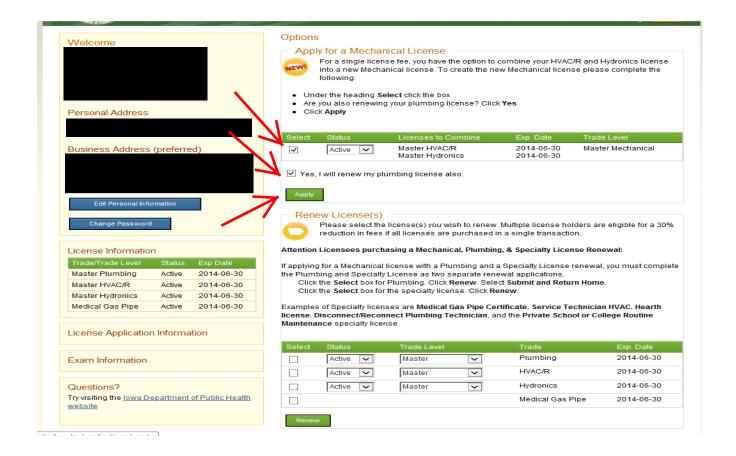
Renew to a combination Mechanical license and add a Plumbing, Medical Gas, or other Specialty License Renewal

For applicants eligible to renew into the new Mechanical license the screens below show the new log on screen. In order to renew into a Mechanical license and then add additional renewal licenses such as a plumbing, medical gas or other specialty license, you will need to complete each renewal as a separate step. *See step by step instructions below*.



Step by Step Instructions -

- 1. Under the heading Apply for a Mechanical License Check the box under the heading "Select".
- 2. Identify if the license is to be Active or Inactive in the drop down box.
- **3.** Once the "Select" box is checked, a second box will appear that says "Yes, I will renew my plumbing license also". Select this box if also renewing a plumbing license
- 4. Click Apply.



The next section that opens is for continuing education and screening questions. (See next page)

If you have selected the box to renew a plumbing license, you will be required to enter your continuing education hours for both the mechanical and plumbing license for a total of 16 hours.

NOTE - At the end of this section, you will select **"SUBMIT AND RETURN HOME"** in order to complete your additional applications. If you do not complete all of your renewal applications prior to submitting a payment, you will not qualify for the 30% discount for multiple licenses.

To complete your application and renewing your plumbing license, click "Submit and return home." If you have completed all renewal applications click "Submit and

Please note - in order to qualify for the 30% discount for the purchase of multiple licenses, you must complete both the mechanical and plumbing renewal applications at the same time. Cancel

NOTICE

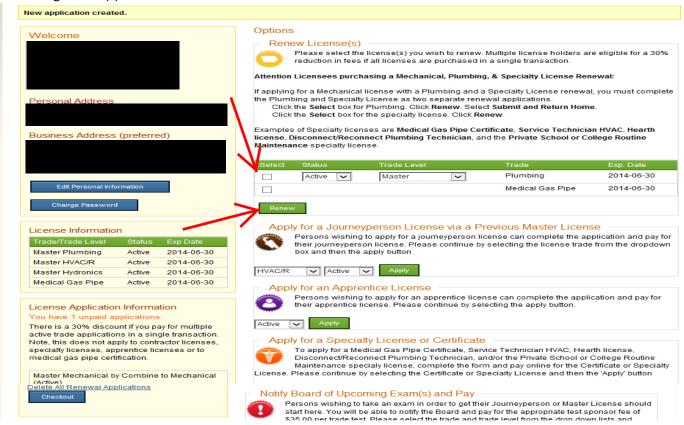
5. At the end of the Mechanical application, select "**Submit and Return Home**".

You will now be taken to the Home Page. A note in the top left identifies that a new application was created and there should now be "1 Unpaid application" showing under the heading License Application Information.

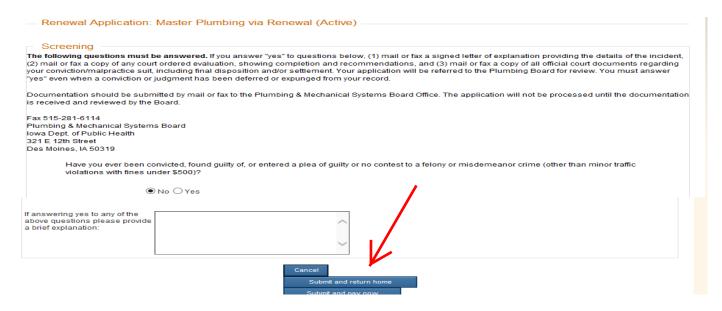
Now renew your plumbing license

- 6. Check the "Select" box and identify Active/Inactive for plumbing.
- 7. Select "Renew".

Note - you must complete the plumbing and specialty licenses as two separate transactions. Select and renew the remaining license(s) one at a time.

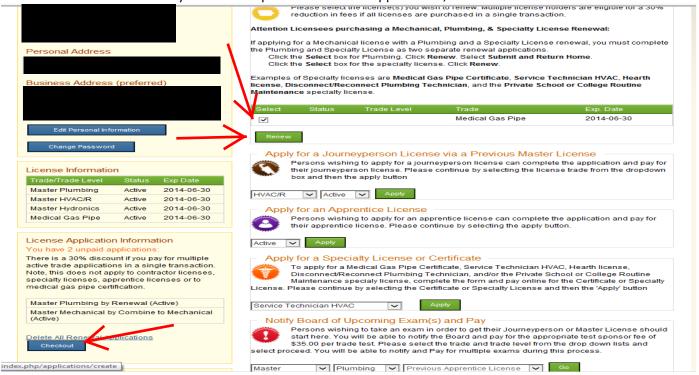


- 8. Answer the Screening Questions again.
- 9. Select "Submit and Return Home"



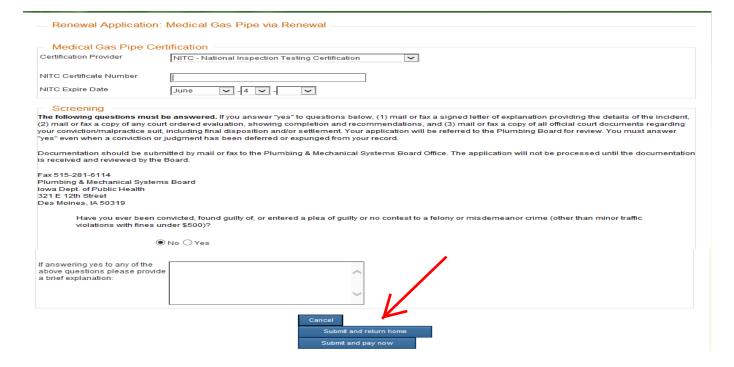
- 10. If you will also be renewing a Medical Gas certificate or other specialty license
 - "Select" the license
 - Click "Renew"

OR If you have completed all renewal applications, select "Checkout" in the lower left corner.



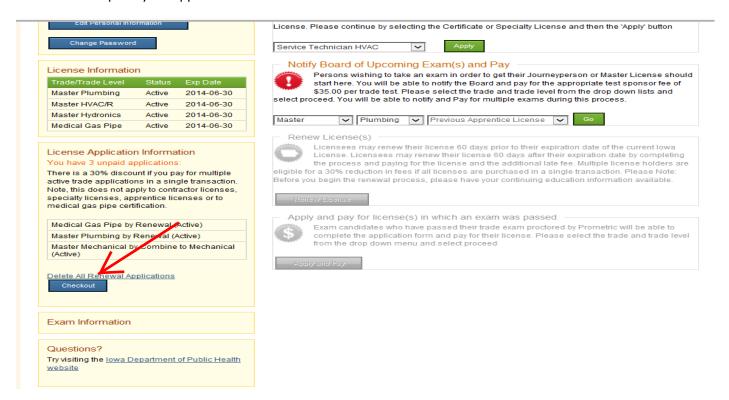
To renew the Medical Gas Certificate

- 11. Update the information from the provider.
- 12. Complete the Screening Questions
- 13. Click "Submit and Return Home"

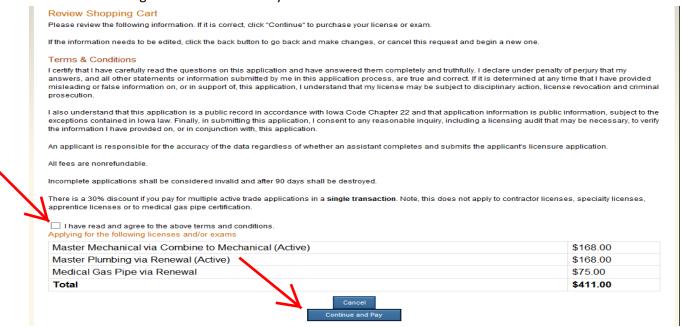


You will now see 3 unpaid licenses.

14. To complete your application select "Checkout"



15. Check the box to agree to terms and verify license totals.



16. You will then be prompted to provide your credit card information.